

Minutes of November 18, 2003

Council of Academic Deans

The Council of Academic Deans met at 9:30 a.m. on Tuesday, November 18, in Wyly Tower 1647. Members present: Rea, Dauzat, Ford, Guice, Jacobs, Liberatos, Reagan, and McConathy.

The Council ratified poll vote approval of the October agenda (minutes of September 16, Poll Vote of October 2, Graduate Council Minutes of October 8 and GC poll votes of October 14) and Graduate Council poll vote of October 21 (Dauzat/McConathy).

IPC poll vote of November 11, 2003 was approved (Jacobs/Dauzat).

Graduate Council poll vote of October 27 and Graduate Council minutes of November 12 were approved (Dauzat/McConathy).

Dr. Dennis Minor, Chair of the General Education Requirements Committee, presented a report and recommendation from the GER Committee that the University use the ETS product Academic Profile as the assessment tool for general education courses this year with the testing to be conducted in the Spring Quarter 2004. The Council unanimously approved this recommendation (Guice/Jacobs motion) with the decision that the written essay (optional) not be included in the student testing this year but that consideration be given to including the written essay in the next cycle as part of the assessment plan. The GER Committee will be responsible for determining the testing population and administration procedure.

Dean Jacobs presented the report of the Committee to Review Final Exam Procedures. Dr. Rea then asked Ms. Jennifer Porter, SGA President (in attendance), to make any comments she wished concerning the six items and the responses of the committee. Ms. Porter noted that she had gained an understanding of why some of the requests were too specific and could be viewed as restrictive for students and faculty. She also commented that while most faculty follow the current guidelines for setting testing and final exam dates, giving feedback on graded materials, keeping office hours, and working with students, unfortunately, there are instances where problems for students result because all faculty are not following procedures. Dr. Rea thanked Jennifer noting that she had presented the initial requests, served on the committee, and spoken today in a most professional manner as she brought these matters up for discussion and consideration.

After Ms. Porter left the meeting, the Council considered each of the six itemized suggestions concerning final exam procedures. The Council reviewed each of the six (6) recommendations (see attached) in light of the committee's report, Ms. Porter's comments, and the submitted responses from deans, department heads, and the University Senate.

After discussion, the following decisions were made by the Council of Academic Deans and appear below:

(The proposed change is stated in the first paragraph of each numbered section.

The decisions are stated in the beginning of the second paragraph of each item.

Bold statements indicate the communication that will be made with faculty from the resulting discussions.

Italicized statements reflect current policy statements)

1. All final exams should be given on their assigned days as stated in the syllabus at the beginning of the quarter, unless the professor and students mutually agree to hold the exam on another day.

Not approved. **All final exams should be given on their assigned days as stated in the syllabus at the beginning of the quarter as scheduled in accordance with current Policy 2212: Final Examinations - While there is no University schedule for final examinations, the last examination should be conducted on one of the final two class periods of the quarter. For classes meeting once a week, the last exam should be scheduled for the final class meeting. Classes will continue to meet through the last day of scheduled instruction. Any exceptions to this policy must be presented by the faculty member to the Unit Head for prior approval.**

2. A student is not required to take more than two (2) finals on one day.

Not approved. **However, faculty will be encouraged to continue to work with students who have more than two (2) final exams scheduled for the same day to adjust exam dates as possible.**

3. Any papers, projects, or speeches due must have been assigned in writing on the syllabus at the beginning of the quarter. Due dates for these assignments must also be stated on the syllabus and can only be altered if the professor and students mutually agree on another date.

Not approved. There is a current requirement: **Policy 2205: Goals and Requirements of Each Course. Examinations and other grading requirements must be included on course syllabi. Faculty will be reminded of the following (1) that (in addition to examinations) major papers, projects, and speeches should be included on course syllabi; (2) that while adjustments might be necessary during the quarter, projected dates for examinations and the due dates for major papers, projects, and speeches, if required, should be provided with as much advance notice as possible (preferably on the course syllabus); and (3) that students must be provided with specific exam or performance feedback prior to drop date.**

4. New material may not be taught the class period prior to the class period of the final, unless the final is not comprehensive or the exam will not test students on the new material. This item does not apply to classes that meet once weekly.

Not approved.

5. Only one exam per subject (excluding routine quizzes) may be given during the last week of the quarter, unless one of the exams is optional. This means that a test and a comprehensive final cannot both be given the last week of the quarter.

Not approved.

6. It is imperative that professors maintain their posted office hours during the finals week and they are encouraged to keep extended hours to allow for questions concerning test materials.

Not approved as written. **The Council concurs that posted office hours should be maintained throughout the final exam period. In addition, faculty will be encouraged to extend, if possible, their availability (through office hours, e-mail, by set appointment) during that time period. Students should be reminded that waiting until finals week to confer with instructors is not an effective learning strategy.**

The Council of Academic Deans accepted the report of the committee and approved the modifications as listed above (Liberatos/Jacobs).

The draft forms—Faculty Credentials Form (for new faculty hires) and Verification of Faculty Credentials (for current and continuing employees)—were approved for use as prepared and discussed. The Office of Academic Affairs will distribute these forms and guidelines for completion by department heads.

Meeting adjourned at 11:40 a.m.

Minutes of November 18, 2003

Council of Academic Deans

The Council of Academic Deans met at 9:30 a.m. on Tuesday, November 18, in Wyly Tower 1647. Members present: Rea, Dauzat, Ford, Guice, Jacobs, Liberatos, Reagan, and McConathy.

The Council ratified poll vote approval of the October agenda (minutes of September 16, Poll Vote of October 2, Graduate Council Minutes of October 8 and GC poll votes of October 14) and Graduate Council poll vote of October 21 (Dauzat/McConathy).

IPC poll vote of November 11, 2003 was approved (Jacobs/Dauzat).

Graduate Council poll vote of October 27 and Graduate Council minutes of November 12 were approved (Dauzat/McConathy).

Dr. Dennis Minor, Chair of the General Education Requirements Committee, presented a report and recommendation from the GER Committee that the University use the ETS product Academic Profile as the assessment tool for general education courses this year with the testing to be conducted in the Spring Quarter 2004. The Council unanimously approved this recommendation (Guice/Jacobs motion) with the decision that the written essay (optional) not be included in the student testing this year but that consideration be given to including the written essay in the next cycle as part of the assessment plan. The GER Committee will be responsible for determining the testing population and administration procedure.

Dean Jacobs presented the report of the Committee to Review Final Exam Procedures. Dr. Rea then asked Ms. Jennifer Porter, SGA President (in attendance), to make any comments she wished concerning the six items and the responses of the committee. Ms. Porter noted that she had gained an understanding of why some of the requests were too specific and could be viewed as restrictive for students and faculty. She also commented that while most faculty follow the current guidelines for setting testing and final exam dates, giving feedback on graded materials, keeping office hours, and working with students, unfortunately, there are instances where problems for students result because all faculty are not following procedures. Dr. Rea thanked Jennifer noting that she had presented the initial requests, served on the committee, and spoken today in a most professional manner as she brought these matters up for discussion and consideration.

After Ms. Porter left the meeting, the Council considered each of the six itemized suggestions concerning final exam procedures. The Council reviewed each of the six (6) recommendations (see attached) in light of the committee's report, Ms. Porter's comments, and the submitted responses from deans, department heads, and the University Senate.

After discussion, the following decisions were made by the Council of Academic Deans and appear below:

(The proposed change is stated in the first paragraph of each numbered section.

The decisions are stated in the beginning of the second paragraph of each item.

Bold statements indicate the communication that will be made with faculty from the resulting discussions.

Italicized statements reflect current policy statements)

1. All final exams should be given on their assigned days as stated in the syllabus at the beginning of the quarter, unless the professor and students mutually agree to hold the exam on another day.

Not approved. **All final exams should be given on their assigned days as stated in the syllabus at the beginning of the quarter as scheduled in accordance with current Policy 2212: Final Examinations - While there is no University schedule for final examinations, the last examination should be conducted on one of the final two class periods of the quarter. For classes meeting once a week, the last exam should be scheduled for the final class meeting. Classes will continue to meet through the last day of scheduled instruction. Any exceptions to this policy must be presented by the faculty member to the Unit Head for prior approval.**

2. A student is not required to take more than two (2)finals on one day.

Not approved. **However, faculty will be encouraged to continue to work with students who have more than two (2) final exams scheduled for the same day to adjust exam dates as possible.**

3. Any papers, projects, or speeches due must have been assigned in writing on the syllabus at the beginning of the quarter. Due dates for these assignments must also be stated on the syllabus and can only be altered if the professor and students mutually agree on another date.

Not approved. There is a current requirement: **Policy 2205: Goals and Requirements of Each Course. Examinations and other grading requirements must be included on course syllabi. Faculty will be reminded of the following (1) that (in addition to examinations) major papers, projects, and speeches should be included on course syllabi; (2) that while adjustments might be necessary during the quarter, projected dates for examinations and the due dates for major papers, projects, and speeches, if required, should be provided with as much advance notice as possible (preferably on the course syllabus); and (3) that students must be provided with specific exam or performance feedback prior to drop date.**

4. New material may not be taught the class period prior to the class period of the final, unless the final is not comprehensive or the exam will not test students on the new material. This item does not apply to classes that meet once weekly.

Not approved.

5. Only one exam per subject (excluding routine quizzes) may be given during the last week of the quarter, unless one of the exams is optional. This means that a test and a comprehensive final cannot both be given the last week of the quarter.

Not approved.

6. It is imperative that professors maintain their posted office hours during the finals week and they are encouraged to keep extended hours to allow for questions concerning test materials.

Not approved as written. **The Council concurs that posted office hours should be maintained throughout the final exam period. In addition, faculty will be encouraged to extend, if possible, their availability (through office hours, e-mail, by set appointment) during that time period. Students should be reminded that waiting until finals week to confer with instructors is not an effective learning strategy.**

The Council of Academic Deans accepted the report of the committee and approved the modifications as listed above (Liberatos/Jacobs).

The draft forms—Faculty Credentials Form (for new faculty hires) and Verification of Faculty Credentials (for current and continuing employees)—were approved for use as prepared and discussed. The Office of Academic Affairs will distribute these forms and guidelines for completion by department heads.

Minutes of the Council of Academic Deans

September 16, 2003

The Council of Academic Deans met on Tuesday, September 16 at 9:30 a.m. in Wyly Tower. Members present included: Rea, Dauzat, Jacobs, Liberatos, Stan Napper (for Guice), and McConathy.

Council of Academic Deans' minutes of June 11 and August 25 were approved (Jacobs/Dauzat motion).

Instructional Policies Committee minutes of September 9 were approved (Reagan/Jacobs motion).

Dean Reagan presented a request from CAB to offer A&B 489C: Business Communication for Non-native English Speakers as a special topics class for the Winter Quarter. This 2-credit undergraduate course will not be applicable for degree credit. The request was approved (Reagan/Jacobs motion).

Dean McConathy discussed the current SACS form "Roster of Instructional Staff" that will be utilized for reporting academic qualifications and competencies of full-time and part-time faculty as part of the upcoming SACS accreditation review. It was noted that electronic forms will be completed quarter by quarter (2003-2004 and 2004-2005) and will be displayed on the Tech SACS page by August 2004 for review. The academic year 2003-2004 will be "actual" and the forms for the quarters in 2004-2005 will be projected. Dean McConathy answered questions. The form (with some minor changes) will be distributed soon with instructions and due dates, etc. The responses should be placed on one CD for entire college and forwarded to Dean McConathy. Barksdale faculty will be included with the appropriate discipline/department.

A "draft" credential verification form was discussed. This form, with modifications, will be included with appointment forms for new faculty, full-time and part-time. The form will be distributed for feedback prior to finalization. Members also discussed a process for departmental review of faculty personnel files (in Personnel Office) and transcripts to document academic qualifications and exceptions as reported on Rosters for continuing faculty. Dr. Rea's office will work with the Personnel Office to refine a process which will be distributed at a later date.

Dr. Rea asked that the deans review the proposed revisions to COES's Tenure and Promotion Dossier Format. Dr. Napper noted that the revisions were suggested in order to provide guidelines to the faculty so that they could concisely present materials to be included in the dossier. Dr. Rea asked that the deans review university/college procedures, share information, and be prepared to make suggested revisions, if any, to the University T/P policies and procedures at the October CAD's meeting.

Dr. Rea had distributed a copy of ANS revised guidelines for Endowed Professorships. Dr. Rea referenced the Board of Regents and University policies for Endowed Professorships, encouraging the colleges to continue to recognize donors and correspond with them (and/or have the faculty member correspond) concerning activities related to the professorship/chair.

Dr. Rea reviewed with the Council the status of the University Records Management Program. He stated that Records Retention Schedules (form provided by e-mail) must be completed by each campus

department and submitted to Academic Affairs by September 23. Once all unit reports are compiled, the next step will be to have the proposed plans reviewed by an external consultant.

With no further business, meeting was adjourned.

Council of Academic Deans

August 25, 2003

The Council of Academic Deans met on Monday, August 25, at 3:00 p.m. in Wyly Tower 1647. Present: Rea, Ford, Jacobs, Liberatos, Dr. James Nelson (for Guice), Reagan, and Dr. Cathy Stockton (for Dean Dautat).

The Poll Vote action of IPC of (the approval of four 400-level Teachers' Institute courses) was approved (Jacobs/Ford motion), with one abstention.

Graduate Council actions of August 11 and June 26 were approved including the approval (8/11) of three Teachers' Institute courses for graduate credit (McConathy/Stockton motion) with one abstention. It was agreed that the added statements to the revised outlines of the TI courses, as presented to the Graduate Council on August 11, should be included as part of the course descriptions for clarification. This revision will be made, provided to the Registrar and included with the approved minutes of IPC, Graduate Council and CAD's. During a discussion of the Policies, Procedures, and Guidelines for Graduate Assistantships, there were questions concerning the maximum hours to be worked and recorded by graduate assistants. Dean McConathy agreed to follow up and provide additional information concerning those questions.

The Council approved the request from the College of Education to offer 20 EDCI special topics courses for the fall quarter to meet the needs of teachers and paraprofessionals (Reagan/McConathy motion). A listing of the courses and syllabi are attached to these minutes.

The Council approved four Teachers' Institute special topics (TI 489C-G) courses (extension offerings) initiated by the Department of Curriculum and Instruction as content courses to meet identified needs for area teachers (Reagan/Jacobs motion), with vote in opposition. A listing of the courses and syllabi are attached.

The Council approved TI 489C to be offered to Quachita Parish teachers through a contract agreement with the university in the fall quarter (Reagan/Jacobs motion), with one vote in opposition. Course description and syllabus attached.

The Council approved the two special topics classes directed to staff and professional development for the fall quarter (Stockton/Reagan motion). Course descriptions and syllabi for University Seminar 289 and Education 489 are attached.

Dr. Rea presented for Council consideration a proposed description of a new faculty employment category - Lecturer. While a more detailed description had been drafted initially by the College of Engineering and Science, this basic description will provide other colleges to use the title when appropriate in the appointment of excellent teaching faculty in non-tenure track positions. This employment title is recognized by the University of Louisiana System. The Council adopted the employment category and the following description (Nelson/Jacobs motion).

Lecturer - Faculty employed in the position of “lecturer” shall be expected to carry full-time teaching loads of 27 hours per year as defined in the University Workload Policy (Policy 2106). Lecturers shall have exceptional teaching ability, thereby, providing quality instructional value to the University. Lecturers will be evaluated annually. Lecturers are not eligible for tenure, but may be reappointed on a continuing basis if performance is satisfactory.

Dr. Rea noted that the BOR at its meeting this week will recommend and should give approval to the establishment of the Au.D. at Louisiana Tech, with students to be admitted for the fall 2005.

Meeting was adjourned at 4:10.

Minutes of the Council of Academic Deans

June 11, 2003

The Council of Academic Deans met at 1:30 p.m. on Wednesday, June 11 in Wyly Tower 1647. All members were present: Rea, Dautz, Ford, Guice, Jacobs, Liberatos, McConathy, and Reagan.

Dr. Rea introduced Jennifer Porter, our new Student Government Association President, who presented a proposal relative to final exams and the final week of classes. After discussion, Dr. Rea asked that Dean Jacobs chair a committee consisting of Dr. Liberatos, Student Government Association representation, and University Senate representation to review the proposal and bring back to the Council recommendations regarding final exams. Ms. Porter was commended for the preparation and submission of the thoughtful proposal.

Dr. Dee Dee Anderson, Dean of Student Development, discussed the new University Honor Code with the Council. Several suggestions for minor revisions were offered. The policy will be added to the University Policies and Procedures Manual and Student Handbook. Dr. Rea invited Dr. Anderson to participate in the August (dated to be determined) Academic Administrators' Workshop to present the Honor Code to Department Heads and Directors who will be then discussing the policy with faculty at the beginning of the fall quarter. Dr. Rea thanked Dr. Anderson and her committee for the work to establish of the Honor Code.

The Council approved the May 2, 2003 minutes of the Council of Academic Deans as distributed. It was decided that the revised faculty evaluation policies would be included in the on-line University Policies and Procedures Manual and would be printed and attached to the faculty signature sheets to be distributed in the fall 2003.

The Council approved the IPC minutes of June 10, 2003

The Council approved the minutes of the Graduate School (April 16) with the following stipulations: Tabling agenda items #3 (adding of BSCM 501) and #4 (separate doctoral and cumulative GPA).

Dr. Rea distributed a memo designating each dean as the approval authority for their college/division for requests to earn and take compensatory leave. This change is consistent with ULS Board of Supervisors' PPM. The Council also approved a recommendation addressing compensatory leave for externally funded appointees. (recommendation attached)

Meeting adjourned at 3:10 pm.

Council of Academic Deans' Minutes

May 2, 2003

The Council of Academic Deans met at 8:30 am on May 2, 2003, in Wyly Tower 1647. Members presented included: Rea, Ford, Dauzat, Guice, Jacobs, Liberatos, McConathy and Reagan.

CAD's minutes of April 2 were approved as distributed (Liberatos/McConathy).

Graduate Council minutes of March 19 were presented. Dr. Rea asked Dr. McConathy to discuss Agenda Item #7 which, in effect, could add other admission criteria for students already admitted to a graduate degree program as a Concurrent Enrollment student. It was agreed that the initial admission should be the time that all admission criteria should be evaluated. It was agreed that a qualifying exception should be the Master of Education where a state mandated test score on PRAXIS is a requirement to program completion. Dean McConathy will submit a revised statement to Graduate Council and the Council of Academic Deans for approval. Dean McConathy clarified that Agenda Item #6 was primarily aimed to address instances when international students were traveling to their home country for weeks or more at a time. Dean Dauzat raised a question concerning the approval of the reinstatement of a student before the appeal went through the college admission and retention committee. Dean McConathy noted that considerations of appeals do include a recommendation from the college; securing and including a recommendation had been overlooked in this case.

Graduate Council minutes of March 19 (with the exception of Item #7 which was tabled) and poll vote actions of March 21 and March 24, 2003 were approved (Reagan/Jacobs).

Dean Jacobs presented a request to offer Liberal Arts 189B: An Introduction to Piano Teaching in the Fall 2003. This course is an introductory level course designed to provide basic information and skills needed for establishing and managing a private piano studio. The course offering was approved (Jacobs/Dauzat).

The Council review a "suggested guideline" faculty offer letter to be included in the Affirmative Action Guidelines for the University. With suggested changes, the draft was revised and approved.

The Council next discussed the report and recommendations from the Committee for Review of Faculty Evaluation Procedures. The Council discussed **revisions to Policy 2108: Faculty Evaluation - and approved the following changes:**

1. Annually and not later than April 15 (from April 1), each Department or area head must discuss
2. Last sentence - A copy will be given to the faculty member and to the college dean. (As part of 3)

The faculty member and department head sign the faculty evaluation form/letter. The signing of the form confirms that the evaluation has been completed and that the faculty member has been informed of the rating. The faculty member may submit a rebuttal of the evaluation to the unit head. Copies of the rebuttal will be placed in the faculty personnel file with a copy to the dean.

In compliance with the ULS PPM FS-III.X.D-1: Review of Faculty Ranks, the following summative evaluation categories will be used for evaluation faculty:

- Meets expectations (for rank and assignment)
- Needs improvement (for rank and assignment)
- Unsatisfactory performance (for rank and assignment)

A faculty member whose performance is rated “needs improvement” must meet with his unit head to develop planned efforts for improvements. The unit head must discuss the content of PPM FS-III.X.D-1 during the annual evaluation with any tenured faculty member whose performance is rated “unsatisfactory performance.”

University of Louisiana System PPM FS-III.X.D-1: Review of Faculty Ranks will be included in the University Policies and Procedures Manual as a separate policy.

The Council also **discussed and approved revisions to Policy 2109: Criteria for Evaluation of Faculty**. The following changes were approved:

Paragraph 1 - same

Add Paragraph 2 :

Faculty have the responsibility to remain current in their disciplines so that they can fulfill the duties assigned to them at the graduate and undergraduate levels. Failure to do so impedes the efficiency of the University and its ability to fulfill its role, scope and mission.

Paragraph 3 (2) - same

1. Instruction and Advising:

Every

Relevant . . .

Professional

Move the advising paragraph under Service to last paragraph under Instruction and Advising

Advising students is an

2. Research - same

3. Service - remove last sentence from paragraph 1
delete “service to students through individual advising on academic matters” from paragraph 2

(Already removed the advising sentence)
Leave last paragraph same

4. Collegiality (Move Policy 2110 here as a criteria or leave and just add as criteria for evaluation)

Faculty are to conduct themselves in a professional and collegiate manner consistent with being a citizen of the University community.

Leave Policy 2110 as

Final copies of Policies as finalized by CAD's and approved by President Reneau are attached to these minutes.

Next, Dr. McConathy distributed information relative to the assessment review process.

Meeting adjourned at 11:00 am.

Council of Academic Deans

April 2, 2003

The Council of Academic Deans met at 8:30 a.m. on Wednesday, April 2, in the Waggoner Room of the Thomas Assembly Center. Members present included: Rea, Ford, Dauzat, Guice, Jacobs, Liberatos, McConathy and Reagan. Also present were Bob Vento, Registrar, and Roger Vick, Director of Student Financial Aid.

Minutes of the February 20, 2003 CAD's meeting were approved (Reagan/Liberatos).

Instructional Policies Committee minutes of March 18 were approved (Reagan/McConathy).

A recommendation to change the definition of "minor" in the catalog to the Board of Regents (BOR) definition (15% or more of total hours required in an undergraduate curriculum" was brought back to the table for discussion. Dean Reagan moved that the Council adopt the BOR definition. Motion was seconded by Dauzat and approved by the Council. It is understood that the 15% is a minimum requirement with departments/disciplines still retaining the option to require the current 21 hours or more for completion of a minor.

Mr. Vento presented the 2003-2004 and 2004-2005 proposed academic calendars for consideration. Two changes/suggestions were discussed—(1) first day of class in Fall 2003 Quarter to be moved to Monday, September 8, and (2) the scheduling of commencement on weekdays when possible. The Council supported both these suggestions. Mr. Vento was directed to seek input from the Comptroller and President Reneau concerning these changes.

Roger Vick addressed the Council concerning the impact of attendance reports and **I grades** on student financial aid and state/federal requirements. Each dean agreed to review the status of "**I**" grade awards for departments/faculty in their college and take corrective action as needed. Mr. Vick also asked that grading and attendance policies in **099 courses** be reviewed with faculty.

Dean Liberatos presented three ANS special offering courses for approval:

ANS 289C - Social Forces and Nursing Issued - Summer 2003

ANS 389B - Sustainable Forestry and Wildlife Management - Summer 2003

ANS 489C - Agri-Selling - Fall 2003

The three courses were approved on a Liberatos/Jacobs motion.

The Council agreed that a statement regarding "departmental selection of a standard textbook(s) for multi-section courses" should be included in the Coursework Materials Policy. Dr. Rea will forward that revision to the President for consideration.

Dean McConathy shared a memo regarding NSF R&D Expenditures and stressed the importance of increasing the University federal research grant funding, noting that the Research Council was involved in identifying and providing support to faculty with federal funding potential.

The Council of Academic Deans Meeting adjourned at 9:40.

At 9:45, Dr. Rea convened the deans and other academic directors for roundtable “state of the unit” presentations. Those in attendance and providing information were John Brewer (Barksdale), Roy Waters (Computing Center), Lori Theis (Institutional Research), Dena Westerfield (Webmaster), Linda Ramsey (Center for Educational Excellence), David Cargill (Center for Instructional Technology and Distance Learning), Dawn Basinger (PK-16 Coordinator), Roger Vick (Financial Aid), Bob Vento (Registrar) and deans.

This meeting adjourned at 1:00 p.m.

Council of Academic Deans Minutes

February 20, 2003

The Council of Academic Deans met at 8:30 a.m. on Thursday, February 20, in Wyly Tower 1647. Members present included: Rea, Dauzat, Guice, Jacobs, Liberatos, McConathy and Reagan.

Minutes of the January 21 CAD's meeting were approved (Reagan/Dauzat).

Instructional Policies Committee minutes of February 11 were approved (Reagan/Jacobs).

Minutes of the Graduate Council meetings of February 12, January 29 and December 11 were approved (McConathy/Reagan). There was additional discussion about criteria for Baccalaureate and Master's Program Concurrent Enrollment to be included in the new University Catalog. (Those criteria have been finalized and attached to these minutes.)

Dean Jacobs presented requests for two special topics courses for summer. These will be cross-listed in Liberal Arts and Education and offered primarily for education graduate students as content coursework. The courses were approved (Jacobs/Dauzat)

Liberal Arts 589/Education 589:	Louisiana Literature
Liberal Arts 594/Education 594:	Louisiana in Folklife and Technology

The Council discussed the request by CAB to revise the University's definition of a minor (minimum of 21 hours) to reflect the Board of Regents' definition (consisting of 15% or more of total hours in a curriculum). Given the varying hours in undergraduate degree programs (from 120 to 128 hours), the hours required for some minors could be reduced to 18- 20 hours. Individual minors could continue to require more than 15% and remain at 21 hours. However, the change to the Board of Regents' definition would allow some flexibility. The Deans will review impact on their college minors prior to final decision.

Dr. Rea distributed copies of the Program Review Policy which was adopted by the Council. Dean Dauzat suggested adding the "Expected Outcomes List" developed as part of SKD#8 in 1998 as an assessment reference. The Program Review document will be distributed to areas identified for review in the first cycle. (copy of documentation attached)

Margaret Alexander distributed copies of the University Catalog section entitled "Auxiliary Programs and Facilities" and asked that the deans submit updates, additions, or deletions of information for this section to her by March 12.

Dr. Rea distributed copies of information from the U.S . Department of Justice website - Family Medical Leave Act (FMLA) Fact Sheet as a source of reference as needed.

Meeting adjourned at 9:45 a.m.

Minutes of the Council of Academic Deans

January 21, 2003

The Council of Academic Deans met at 8:30 on Tuesday, January 21, in Wyly Tower 1647. Members present included: Rea, Dauzat, Ford, Guice, Jacobs, Liberatos and Reagan

Minutes of the CAD's December 17, 2002 meeting were approved (Jacobs/Reagan motion).

IPC Minutes of January 14, 2003 were approved.

Request to offer Innovative Product Design as a Special Topics 489C course in the Spring 2003 was approved (Guice/Reagan motion) with the course descriptor to be University Seminar or Entrepreneurship (to be determined in discussion with Bob Vento).

Request to offer Liberal Arts 489C: A Theatre of Her Own in the Spring 2003 as a special topics course was approved (Jacobs/Ford motion).

The Council reviewed the procedures outlined in the January 15 memo from Dr. McConathy concerning Concurrent Enrollment - Baccalaureate and Master's Program. The establishment of the procedures was approved (Dauzat/Guice motion) with suggestions as noted for incorporation into the procedures and catalog copy.

Meeting adjourned at 10:00 a.m.